

TennCare Eligibility Appeals Litigation Director
State Classification: Attorney 4

Status: Executive Service

Agency: Division of TennCare

Note*:

This is an Executive Service Appointment. An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

Job Description:

The Division of TennCare is seeking a Litigation Director in the TennCare Eligibility Appeals Organization within the Division of Member Services. This position is accountable for all facets of the litigation unit's operations. The Unit is comprised of over fifty (50) employees including 4 Lead Attorneys and 2 Resolution and Preparation Managers who lead and supervise the Litigation Attorneys, Legal Assistants and Resolution and Preparation staff. Responsible for creation and implementation of internal policies, and procedures, the Litigation Director also supervises the Lead Attorneys and Resolution and Preparation Managers; establishes and conducts training in substantive and procedural law and rules, including, but not limited to, TennCare Rules, the Uniform Administrative and Procedures Act (UAPA), Tennessee Rules of Civil Procedure (TRCP), the Affordable Care Act (ACA), legal ethics, professional conduct, and courtroom decorum. The Litigation Director will work under the supervision of, and report directly to, the TennCare Appeals Organization Administrator to develop program goals, priorities, objectives and strategies. Additionally, the Litigation Director provides real-time assessments, evaluations, and instructions regarding litigation questions, issues and strategies arising before, during or after administrative hearings; coaches and mentors members of Litigation Unit in terms of professional growth and development of their skills; observes, documents and evaluates job performance for unit members in compliance with DOHR and TennCare policies; develops and establishes internal working groups; assigns special projects; and interfaces daily with internal and external units and organizations to build bridges of communication and collaboration designed to ensure that appellants with administrative hearings before the Division of TennCare are afforded their due process rights.

Qualifications:

- Bachelor's Degree from an accredited college or university
- Juris Doctor from an accredited college or university
- Experience equivalent to four years management/supervision in either private sector, state government, healthcare or eligibility related fields
- Active License to practice law in Tennessee
- Ability to foster and maintain cohesive working relationships

- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required
- Ability to interpret and execute public policy
- Knowledge of and experience with Administrative Procedures preferred
- Previous litigation experience preferred

Job Location:

Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to Kierra Claiborne at Kierra.Claiborne@tn.gov before August 8, 2017.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.